

# EPA OEI eDiscovery Production Request Form

The following fields in red text are mandatory.

Requester Name **Rita Tate**

Requester Phone # **215-814-3424**

Today's Date **September 5, 2019**

Production Due Date **September 12, 2019**

Please note that we require a 48-72 business hour turnaround time. We will attempt to complete your request as soon as possible, but please plan for this timeline. We cannot guarantee any turnaround times shorter than 48 business hours. By submitting this form you are confirming that all responsiveness, disposition, and redaction conflicts have been reviewed and approved.

Workspace/ED# **ED\_002845**

Production Type (FOIA, litigation, etc.) **EPA-R3-2019-007791**

Do you have a saved search to define the documents to be produced? If yes, provide name of saved search.

**No**

Anticipated Number of Docs to Produce **2**

If yes, name of saved search.

\*If you are not utilizing a saved search to define your document universe, please specify all coding below that you would like to use to determine the document set.

Responsiveness ☐ Responsive, Release in Full  
☐ Responsive, Release with Redactions  
☐ Responsive, Withhold in Entirety  
☐ Other **Not Responsive**

Other Agency Interest **No**

Do you want to include families? **Yes, Regardless of Family Designation**

## Bates Stamping/Redactions

By default we will bates stamp each document with the Doc ID + Page # on the bottom right hand corner of each page.

Do you want Redactions permanently burned onto the documents? **No**

If yes, which mark-up set should be used?

Do you want to apply a bates schema continuing from a previous production? **No**

If yes, please let us know if it is from the last production or a different beginning production number.

Do you want to apply the default bates stamp as referenced above? **Yes, apply the default bates stamping.**

## Custom Headers/Footers

Please only complete this section if you are **NOT** applying the default bates stamp.

Left Header

Center Header

Right Header

Free Text

Free Text

Free Text

Left Footer

Center Footer

Right Footer

Free Text

Free Text

Free Text

By default, we output productions in PDF format – please specify if you want something different.  
 Please note that we may not be able to accommodate all file type requests.

Please list any additional EPA employees who need access to the shared production repository location:

Additional Comments

Here are some examples of production conflicts.

| Doc ID Beg        | Responsiveness | Disposition             | Markup Set - Primary - FOIA  |
|-------------------|----------------|-------------------------|------------------------------|
| ED_009999_0000001 | Responsive     | Release in Full         | Has Redactions               |
| ED_009999_0000002 | Responsive     | Release with Redactions | (Redactions are Not Present) |

All responsiveness, disposition, and redaction conflicts have been reviewed and approved.

**Yes**